

# UNIVERSITY PURCHASING

## COMPETITIVE SOURCING PRICE SUMMARY FORM

### (Sponsored detail worksheet)

*\*Note: This form must be submitted for all procurements between \$10,000 and \$249,999.*

Purchase Requisition # #####  
Requestor Customer

Dept/School School  
UNI AA####

**Purchase Costs**

	Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5
Total Price	\$ 100,000.00	\$ 101,000.00	\$ 102,000.00		
Transportation/Delivery					
Customs/Duty					
Other Costs A: T&E Expenses	\$ 8,000.00	\$ 15,000.00	\$ 12,000.00		
Other Costs B					
Other Costs C					
Other Costs D					
Discount Provided					
<b>Total Landed Price</b>	<b>\$ 108,000.00</b>	<b>\$ 116,000.00</b>	<b>\$ 114,000.00</b>	<b>\$ -</b>	<b>\$ -</b>

**Other Costs**

Installation (one time)					
Operating (recurring)					
Support (recurring)					
Integration/Migration (one time)					
Design (one time)					
<b>Total Cost</b>	<b>\$ 108,000.00</b>	<b>\$ 116,000.00</b>	<b>\$ 114,000.00</b>	<b>\$ -</b>	<b>\$ -</b>

Supplier Awarded PO/Contract       Check       Check       Check       Check       Check

Supplier MWBE Status (Y/N)      

N	N	Y		
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 If so, what designation?      

		W, D		
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*(Veteran, Woman, Disadvantaged, etc.)*

Awarded to lowest value (Y/N)      

Y	Y	Y		
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*(if no, rationale for selection is required below)*

**Additional Comments**

The initial services prices proposed by three firms to provide these consulting services were very similar, but Supplier 1 will use local staff and thus has lower travel expenses, resulting in a best overall value choice from Supplier 1.

\_\_\_\_\_  
Department Business Owner Signature

\_\_\_\_\_  
Date